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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

December 18, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-29

TO: All ISIS HR Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Rate Changes for the Following Statewide Vendor Products:  
Starmount Life (30064) Dental Policies  
Transamerica Life (30131) Cancer Policies

Starmount Life and Transamerica Life will be implementing a rate increase effective July 1, 2010 for the above policies. By March 15, 2010, these vendors will mail letters to all agencies affected by this rate increase, along with a list of the employees' current deduction amounts and the new amounts. At the same time, letters will be mailed from these vendors to the employees affected notifying them of this change. A new Payroll Deduction Authorization Form (SED-4) with the new rates will also be enclosed with the letter.

Employees who accept the rate change must sign the forms and send them back to the appropriate vendor by May 3, 2010. Vendors will forward a signed copy of the SED-4 form to the payroll office by May 24, 2010 to be entered. Agencies should have all deduction changes entered for the July 2, 2010 payday (**annual enrollment entry close deadline of June 11, 2010**). Employees who do not submit the signed SED-4 by the May 3<sup>rd</sup> deadline will have their policies cancelled upon notice from these vendors, effective July 1, 2010.

Vendors will prepare and send a list of employees who did not agree to the changed rates (did not sign the new SED-4 form) to the payroll offices by May 31, 2010. The list will indicate the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage for this specific policy has been cancelled effective July 1, 2010. **The employee signature is not required on these SED-4's.** **The SED-4 should include all other active policies the employee has with the vendor as new SED-4's supersede all prior forms.** **Cancellations and rate changes must be entered by the agency in eEnrollment through the Annual Enrollment process by the annual enrollment entry close of June 11, 2010** to avoid one time refunds and deductions after the plan year has begun.

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If you have any questions about the rate changes, please contact the following Administrative Coordinators for the vendors listed below:

Starmount Life, Rosalyn Duty (888) 729-5433 ext 225  
Transamerica Life, Tina Inskeep (800) 400-3042 ext 1358

Any other questions should be directed to Jodi Bullock at (225) 342-5345.

APH:ACV/ral

c: Ray Harrison, Office of Group Benefits  
Rosalyn Duty, Starmount Life  
Tina Inskeep, Transamerica Life